

<p style="text-align: center;">SAMPLE FORMAL GRIEVANCE DECISION</p>
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Memorandum

To: Grievant

From: Supervisor

Subject: Formal Grievance Decision

This is in response to your memorandum dated September 13, 20__ in which you presented a formal grievance concerning your workload, your request for a new computer, and the denial of your request for two weeks annual leave in October. I have reviewed your formal grievance, your informal grievance dated August 30, 1997 and [immediate supervisor's] response dated September 6, 20___. My decision and reasons for each are presented below.

1. Workload: On September, 20__ you met with [immediate supervisor] to discuss specific assignments and workload priorities. You reached agreement on all issues except the cancellation of the ABC Report. I agree with [immediate supervisor] at the report cannot be cancelled and must be completed by October 1. The report is a crucial component of the overall Habitat Protection Plan for_____.
2. New computer: The excess system obtained from _____ has been installed and according to your discussion with [immediate supervisor] meets your needs. Issue resolved.
3. Annual leave: As a result of further discussions between you and [immediate supervisor] (supervisor) he agreed to approve one week annual leave in October. I concur with that decision. The second week you requested cannot be approved since the ____ Project Conference will be held that week and as Senior Biologist with lead responsibility for that project your attendance is mandatory.

If you are dissatisfied with this decision you have the right to have the grievance reviewed by a personnel appeals examiner in the Office of Hearings and Appeals (OHA). To do so you must request this in writing to me within seven (7) days after receipt of this decision. Failure to make such a request with the 7 day time limit will result in termination of the grievance for failure to prosecute unless you show good cause.

You may call the Employee Relations Specialist at [telephone number] for assistance concerning grievance procedures.